

**MINUTES OF THE MEETING OF THE COMMUNICATIONS COMMITTEE HELD ON  
28TH JANUARY 2008 AT 7.30 p.m. AT HARTLEY LIBRARY**

Present: Cllr Mr L Abraham  
Cllr Mrs J Burns (Chairman)  
Cllr Mr D Graeme  
Cllr Mr M Harris  
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)  
Cllr Mr B Ramsay

**1. Apologies for absence**

No apologies had been received.

**2. Declarations of Interest**

There were no declarations of interest

**3. Minutes of the previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Communications Working Group held on 29th October  
2007, be approved and signed as a correct record.

**4. Financial Report**

The Committee considered a financial report indicating the net position of the Newsletter and Annual Report budget as at 22nd January 2008.

RESOLVED: That,  
the financial report indicating the net position of the Newsletter and Annual Report budget as  
at 22nd January 2008, be noted.

**5. Newsletter**

The Committee considered arrangements for the March edition of the newsletter, and agreed on the main articles for inclusion.

RESOLVED: That,  
the agreed articles be included in the March edition of the Parish Council's newsletter and  
copy sent to Ash Setting and Printing by no later than 14th February 2008.

**6. Annual Report**

The Committee considered arrangements for the 2007/08 Annual Report.

The Committee noted that the date of the Annual Parish Meeting had been set for Friday 16th May 2008 and therefore, a number of Annual Reports would be required in time for that meeting, with the remainder printed and delivered to residents by no later than 30th June 2008.

The Assistant Clerk reported that Ash Setting and Printing had confirmed that they would be able to adhere to the above timescale.

RESOLVED: That,  
1) the Assistant Clerk be requested to contact Ash Setting and Printing to confirm when copy would be required for the Annual Report, 2) the Chairman of each of the Council's Committee's and Working Groups be asked to prepare and submit a report on the work of their Committee/Working Group during the financial year 2007/08, for inclusion in the Annual Report, and 3) The Chairman of the Parish Council be requested to write an overview for inclusion in the Annual Report.

## 7. Website

The Committee considered the Parish Council's website.

It was suggested that a 'picture gallery' be added to the website, depicting places of interest, and views in Hartley.

RESOLVED: That,  
the website be updated to include a 'picture gallery'

## 8. Information Pack for Residents

At the last meeting, it was agreed that the Committee would consider information packs/leaflets distributed by other Parish Councils and report back to this meeting with their ideas on how to progress the production of an information pack for Hartley residents.

The Committee agreed that individual leaflets providing useful information on the facilities available in Hartley, as well as information on areas such as the Burial Ground and the Council's open spaces would be the preferred option.

RESOLVED: That,  
designated Members of the Committee prepare draft information leaflets on Finance, Hartley Burial Ground and Gardens of Remembrance, Open Spaces, Planning, 'What is a Parish Council' and 'Questions at Meetings', for consideration by the Committee at its next meeting.

## 9. Date of next meeting

Monday 19th May 2008 at 7.30p.m. at Hartley Library.

The meeting closed at 8.20p.m.

Signed:.....  
Chairman

Date:.....

